

# Analyze and document processes for a dynamic team at Federal Student Aid



Project Title	Analyze and document processes for a dynamic team at Federal Student Aid
Project Summary	Interested in using written communication, analytical, and graphic skills to document complicated processes? In this position, you will work to document processes used by Federal Student Aid to ensure that Institutions of Higher Education are compliant with the Clery Act.
Country	United States
Country/Region of Focus	United States

## Project Description

Working closely the Enforcement Office Chief of Staff and the Director of the Clery Act Compliance Division of Federal Student Aid (FSA), you'll use your analytical skills to help create, examine, and/or document multiple processes that will be used by Compliance Specialists in their work to ensure that Institutions of Higher Education are compliant with the Clery Act and other Federal regulations. Your tasks will range from interviewing individual employees and managers to using software, such as Excel and Visio, to illustrate processes and develop guides for employees to use in their everyday work.

## Required Skills or Interests

Skill(s)
Data analysis
Data visualization
Graphic design
Writing

## Additional Information

You'll be a part of a team of 17 specialists who primarily work on ensuring compliance with The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. The Act is a federal statute requiring colleges and universities participating in federal financial aid programs to maintain and disclose campus crime statistics and security information.

## Language Requirements

*None*